

CAMPUS SECURITY SUPERVISOR

KIND OF WORK

Supervision of security work at a college or university campus.

NATURE AND PURPOSE

Under general supervision, oversees the day-to-day performance of public safety duties in accordance with established guidelines and supervises staff to ensure personal, building, and equipment security of the campus community. These positions must be able to analyze potential threats and violations of public order and resolve public safety incidents or escalate to the appropriate level of response per policy and procedure. These positions must be able to communicate and enforce policies, ordinances, and laws without escalating situations; must be able to identify and access needed resources outside of normal operations in emergency situations; must be able to identify appropriate public safety authorities and ensure appropriate chain of custody is maintained. These positions make decisions about staffing and the priorities for their department; must be able to work with their dispatch or communications centers, where they exist, to identify priority requests or incidents; must be able to determine whether and how to investigate actual violations of criminal law. Issues of a criminal nature must be brought to the supervisor and forwarded to the appropriate local public safety authorities.

DISTINGUISHING CHARACTERISTICS

This class differs from other supervisory protective services career job classes in that these positions work on a state college or university campus overseeing public safety duties for students, faculty, staff, and the general public while coordinating closely and sharing information with local, state and federal public safety agencies.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervise department and contract personnel, including but not limited to hiring, coaching and developing, promoting, rewarding, assigning and reviewing work, directing work, approving transfers, disciplining, suspending, discharging, and adjusting grievances to ensure that staff are skilled and available as needed, collective bargaining agreements and MnSCU policies and procedures are implemented and appropriately enforced, and projects are staffed correctly to meet deadlines and stay within budget.

Oversee the patrol of and patrol campus facilities and grounds for security, emergency and safety incidents ensuring issues are responded to in a courteous and professional manner, resolved promptly or escalated to the appropriate resource, and the safety and security of the campus community is maintained.

Oversee the enforcement of and enforce campus and MnSCU security and emergency policies and procedures, such as drug, alcohol, student conduct, traffic and parking, special events, etc.;

applicable city ordinances; and state and federal laws to ensure the public safety of the campus community.

Oversee and perform recordkeeping and reporting of security and safety incidents and required equipment and property inspections and maintenance ensuring equipment is operating appropriately and incident details or data is accurately captured in a timely manner or within required time frames.

Oversee and conduct interviews with victims, witnesses and others, and preserve and protect evidence so that incidents can be resolved in a timely manner or, if warranted, an investigation can be pursued.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Standard police practices including rules of evidence, investigation techniques and procedures, citizen's arrest power sufficient to ensure the rights of students, staff and the general public are observed and evidence is legally obtained.

Loss prevention techniques sufficient to ensure the safety of students, staff and the general public using campus facilities.

Intrusion alarms, detections, surveillance system and fire alarms sufficient to ensure all systems are working and appropriately maintained.

Applicable city ordinances, State of Minnesota and federal criminal and civil statutes, e.g., Clery Act, sufficient to ensure the campus provides enforcement within their legal authority.

Traffic control procedures and parking regulations sufficient to oversee the patrol of campus facilities and grounds.

Hiring, coaching and developing, promoting, rewarding, assigning work, reviewing work, directing work, and disciplining staff sufficient to supervise staff in a public sector and union environment.

Skills in:

Written and oral communications sufficient to interview witnesses, victims, suspects, and defuse conflicts and violent situations.

Ability to:

Deal with diverse populations sufficient to respond with sensitivity to their needs and concerns.

Resolve problems and make decisions quickly and effectively sufficient to defuse conflicts and violent situations and maintain safety on the campus.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.

SPECIAL WORKING CONDITIONS

Run and walk long distances, reach upward, climb ladders and stairs, move heavy objects, restrain uncooperative individuals.

Est.: 11/94
Rev.: 09/15

TC: N/A
Former Title(s): N/A